



ARIZONA BOARD OF APPRAISAL

1400 West Washington, Suite 360
Phoenix, Arizona 85007
(602) 542-1539 Fax (602) 542-1598
Email: appraisal@appraisal.state.az.us
Website: www.appraisal.state.az.us

REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR INSTRUCTOR APPROVAL

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, and include all required attachments, your Application will be considered incomplete and will delay the course approval.

FEES:

\$50.00 Change of instructor ONLY.

\$0. There is no fee due if submitted with a renewal or initial course application.

Make certified check, cashier's check or money order payable to the Arizona Board of Appraisal. Do not send cash, personal check or business check. Cash will be accepted in exact amount if presented in person at the Board office.

If Only Instructor Change: if a course provider wishes to use an instructor other than the instructor approved by the Board as part of the initial course approval, the course provider must apply to the Board for approval of any new or substitute instructor and pay the applicable fee. Any new or substitute instructor must meet Board's instructor qualifications.

CHECK LIST FOR SUBMITTING AN INSTRUCTOR'S APPLICATION:

1. Instructor's application signed by the instructor.
2. Instructor's resume.
3. Proof of one or more requirements as listed under question #9.
4. Documentation regarding a "Yes" answer to question #11.
5. Fees if applicable.



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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

APPLICATION FOR COURSE INSTRUCTOR

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, and include all required attachments, your Application will be considered incomplete and will delay the approval as an instructor.

1. Check one: _____ Instructor application included with renewal or initial course application
_____ Instructor change ONLY

SCHOOL, SUPPLIER OR SPONSOR INFORMATION:

2. Name of School, Course Supplier or Sponsor _____
3. Mailing Address *Number* _____ *Street* _____
City _____ *County* _____ *State* _____ *Zip* _____

COURSE INFORMATION:

4. Name of Course _____
5. Course (previously approved) #ABA _____

INSTRUCTOR INFORMATION:

6. Name of Instructor _____
7. Mailing Address *Number* _____ *Street* _____
City _____ *County* _____ *State* _____ *Zip* _____
8. Phone: _____ Fax: _____
9. Check all that apply. Provide proof of one or more of the following requirements:

- _____ A baccalaureate degree in any field and three years of experience directly related to the subject matter to be taught.
- _____ A masters degree in any field and two years of experience directly related to the subject matter to be taught.
- _____ A baccalaureate degree in a field that is directly related to the subject matter to be taught and one year of experience directly related to the subject matter to be taught.
- _____ An associate degree in a field that is directly related to the subject matter to be taught and three years of experience directly related to the subject matter to be taught.
- _____ A masters or higher degree in a field that is directly related to the subject matter to be taught.
- _____ Five years of real estate appraisal teaching experience directly related to the subject matter to be taught.
- _____ Seven years of real estate appraisal experience directly related to the subject matter to be taught.
- _____ The national USPAP courses must be taught by an AQB certified USPAP instructor and equivalent USPAP courses must be taught by an instructor approved by the AQB.

10. Attach a current resume.
11. Have you ever had a diploma, certificate, credential, certification or license denied, revoked or suspended:
____ Yes ____ No If yes, attach a detailed explanation.

VERIFICATION

I hereby verify under penalty of law that all information contained herein is true to the best of my knowledge and belief. I certify that I have not been convicted of a felony or any misdemeanor involving dishonesty or moral turpitude or entered a plea of guilty or nolo contendere (no contest) in the state of Arizona or any other state within the last ten years.

Signature of Applicant (Instructor)

Date